**Mandatory Volunteer Policy**

At Ryan Academy, we recognize the value of parental involvement and it is our policy to utilize the help of parent and family volunteers in as many areas of the school as possible. In order for our school to fully benefit from the time and talents of all our families, a Mandatory Volunteer Policy is in effect to evenly share responsibilities amongst all registered families. This program allows for adequate staffing of Ryan Academy sponsored events and other programs that help keep tuition costs down. As a result, mandatory service hours are required of all registered families.

Each family registered at Ryan Academy is required to volunteer a minimum of eighteen (18) hours of service per school year to the mission of our school. Any parent, legal guardian, grandparent or immediate family member over 18 years of age may fulfill a family’s service obligation.

If a family is unable to fulfill their required eighteen (18) hours during the school year, they are required to buy out their commitment for a fee of $10 per hour. Any outstanding hours or monetary fees must be reconciled by the end of the school year.

Service hours will be self-reported and signed off by the office within two (2) weeks of the event. Several opportunities to volunteer will be presented throughout the school year. Upon completion of the service activities, families are responsible for reporting their hours in the Volunteer Service Hour Log and turning it into the office. Hours must be completed and turned in no later than the last day of school.

Please use this log to record your hours.

Thank You,

Lisa Lee

**Volunteer Service Log**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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